

COMOMAGINST 1700.1  
N01A  
18 Jul 03

COMOMAG INSTRUCTION 1700.1

Subj: COMMANDER, MOBILE MINE ASSEMBLY GROUP (COMOMAG) SAILOR OF THE YEAR (SOY) PROGRAM

Ref: (a) OPNAVINST 1700.10 series  
(b) COMINWARCOMINST 1700.3 series

Encl: (1) Sample SOY Nomination Letter  
(2) COMOMAG/MOMAG Sailor of the Year (SOY) Appraisal Sheet, COMOMAG 1700/1 (Rev. 7-03)  
(3) Results of COMOMAG/MOMAG SOY Selection Board

1. Purpose. To provide guidelines and procedures for the Sailor of the Year (SOY) program for Commander, Mobile Mine Assembly Group (COMOMAG), and within Mobile Mine Assembly Group (MOMAG).

2. Cancellation. COMOMAGINST 1600.1N. This instruction is a complete revision and should be read in its entirety.

3. Background. The Sailor of the Year program was instituted to recognize one Sailor who best represents their individual unit/detachment or COMOMAG by exemplifying outstanding professionalism, sustained superior performance, proven leadership, sterling personal appearance, military bearing above reproach and dedication to self-improvement.

4. Discussion. Personnel who are nominated as Sailor of the Year are expected to meet basic naval standards in all areas of job performance, leadership and personal behavior. When reviewing candidates for nomination as Sailor of the Year, special consideration should be given to those who have excelled in increasingly demanding and challenging tasks and have demonstrated a commitment to excellence.

5. Action. COMOMAG and all MOMAG units/detachment will ensure the SOY Program is in effect. Due to low numbers of personnel at each site, a Junior Sailor of the Year Program is not required but is left up to the discretion of each unit/detachment Commanding Officer/Officer-in-Charge. If a site desires to recognize an outstanding Junior Sailor of the Year in addition to their regular SOY, recognition will be garnered at the command level only.

6. Eligibility. Recognition of outstanding accomplishments and sustained superior performance is imperative to command morale and has a direct bearing on personnel retention. For this reason, only the most qualified and deserving personnel should be recommended for Sailor of the Year. Personnel who are recommended for SOY will meet all requirements of reference (a), in addition to the following criteria:

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a. Members must have been attached to the command for a minimum of three months.

b. Be in paygrades E-4 through E-6. E-6 personnel who have been selected for advancement to E-7 or E-6 personnel who have been frocked to E-7 are not eligible to compete for Sailor of the Year.

c. Meet Navy physical fitness assessment (PFA) standards in accordance with OPNAVINST 6110.1 series. Nominees must not have failed a PFA during the current calendar year.

d. No non-judicial punishment (NJP) within the previous 12 month period.

e. Be recommended for advancement and retention in his/her most recent performance evaluation.

f. Display appropriate military bearing, courtesy and professionalism.

#### 7. Guidelines

a. The member selected as SOY is a representative of their CO/OIC, their command and the U.S. Navy. Personnel selected as SOY are expected to maintain the same quality of service and dedication to excellence during the year of SOY recognition that earned him/her their selection as Sailor of the Year. Additionally, the Sailor of the Year must continue to exemplify high personal and professional standards and maintain a specific level of distinction commensurate with their position as SOY.

b. Once selected, if the SOY selectee fails to display appropriate behavior and professionalism during the calendar year of SOY recognition or if the member receives an NJP conviction, the COMOMAG or MOMAU/MOMAD Command Master Chief, Senior Enlisted Advisor or senior Chief Petty Officer in the command has the authority to convene a special SOY Selection Board to discuss the possibility of removing or vacating the member's SOY status.

#### 8. Selection Board

a. The COMOMAG and MOMAU/MOMAD SOY Selection Board will be convened by the Command Master Chief, who is the board chairman. (If none, the most senior Chief Petty Officer/Senior Enlisted Advisor will be the board chairman.) Board members will consist of all Chief Petty Officers assigned to the command. If a Junior SOY (JSOY) Program is in place, the board should also include the Command LPO and all First Class Petty Officers while discussing JSOY candidates.

b. There will be an additional selection board to select the SOY who will represent all of MOMAG for competition at the next competitive level, the Commander, Mine Warfare Command (COMINEWARCOM) Shore SOY. The COMOMAG Command Master Chief will select the MOMAG SOY Selection Board members from senior E7 to E9 personnel throughout the local area.

#### 9. Administrative Requirements

a. Competition for SOY will cover the period 1 January through 31 December of each calendar year.

b. Personnel who were previously selected as Sailor of the Quarter (SOQ) during the current calendar year are automatically eligible for nomination as SOY, unless their SOQ selection has been revoked. A previous selection as SOQ is not a requirement for nomination as SOY; any member in the command, E-4 through E-6, who meets all other eligibility requirements may be nominated for SOY, including those personnel who have not previously been selected as SOQ.

c. Nomination packages for all SOY candidates will be submitted using enclosure (1) as a guide. The SOY Selection Board will use enclosures (2) and (3) in determining and reporting the SOY selectee for their command.

d. In order to minimize the impact on personnel holiday leave periods, enhance board member availability, and allow for formal nomination package development, all commands should schedule their SOY Selection Board for early December. COMOMAG Staff SOY nomination packages should be submitted to the Command Master Chief no later than 5 December.

e. Per reference (b), personnel selected as COMOMAG Staff and MOMAU/MOMAD SOY will face additional competition for MOMAG SOY. The selectee from this competition will represent all of MOMAG at the COMINEWARCOM Shore SOY competition.

f. MOMAG SOY nomination packages from COMOMAG and MOMAUs/MOMAD, along with all enclosures as detailed in enclosure (1) and this instruction, must arrive at COMOMAG no later than the 15th of January. Additional items that must be included with each nomination package are as follows:

(1) VHS tape of the command level SOY board interview of the nominee (10 minute maximum length). Interview questions should cover current events, historical naval events, naval programs, the chain of command, and any other questions deemed appropriate.

(2) Results of the last three years physical fitness assessments (PFAs).

(3) 3" X 5" diskette containing the complete nomination package in Microsoft Word format.

g. It is imperative that all SOY nomination packages are submitted and/or forwarded in accordance with established timelines in this instruction. Nomination packages received after the deadline will not be made available to the board and will be returned to the originating command unprocessed.

h. The results of the COMINELWARCOM Shore SOY competition will not be known until February of each year. The member selected as SOY cannot receive recognition for the same event/time frame by two separate commands, therefore, COMOMAG and MOMAG commands must not present their individual command's SOY his/her Navy and Marine Corps Achievement Medal until COMINELWARCOM's Shore SOY selectee is named/announced. If a COMOMAG/MOMAG member is selected as the COMINELWARCOM Shore SOY, he/she will continue to be involved in SOY competition at higher echelon commands, e.g., COMNAVSURFLANT Shore SOY, COMLANTFLT Shore SOY, and CNO Shore SOY. Once a competing member fails to be selected at a higher level, the previous command where he/she was selected as SOY will issue and forward the appropriate Navy and Marine Corps Achievement Medal or the Navy and Marine Corps Commendation Medal as appropriate.

10. Recognition. COMOMAG and MOMAG/MOMAD SOY selectees will receive the following at the command level:

a. Public announcement, usually at quarters, by the Commanding Officer/Officer-in-Charge.

b. Navy and Marine Corps Achievement Medal (NAM).

c. Publication in the command's Plan of the Week/Plan of the Day. If applicable, year-long notification in the header of the Plan of the Week/Plan of the Day.

d. Command Public Affairs Officer should submit the member's name and photograph with a Hometown News Release to the local base newspaper and the member's hometown newspaper.

e. Appropriately engraved command SOY plaque.

f. A four-day special liberty.

g. Release from watchstanding duty for one complete quarter.

h. An 8 1/2" X 11" color photograph of selectee for posting within the command.

i. Reserved parking space privileges for the remainder of the year following the selection.

j. Special "Sailor of the Year" nametag.

k. Recognition/awards at the local base SOY luncheon.

/s/  
T. W. AUBERRY

Distribution:  
COMOMAGINST 5216.1T  
List I  
List II (Case A, Case B (COMINNEWARCOM only))  
List III

1700  
(office code) \*  
(date)  
(\*use as it applies)

From: Nominating command (MOMAG) or nominating department (COMOMAG)  
To: Commander, Mobile Mine Assembly Group

Subj: 20\_\_\_ SAILOR OF THE YEAR (SOY) NOMINATION IN THE CASE OF  
(MEMBER'S RATE/NAME, USN, SSN)

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Information to support the nomination (include copies of  
the last three evaluations, letters of appreciation and  
commendation, Sailor of the Month/Quarter, etc.)  
(2) Biography (narrative format, starting with date and  
place of birth, education, military service, current  
assignment, personal awards and medals, family, etc.)  
(limit to two double-spaced, typewritten pages)  
(3) OPNAV 1650/3, Personal Award Recommendation for the  
Navy and Marine Corps Commendation Medal (include 3 1/2"  
diskette with the file in the fleet awards program format)  
(4) 5"X7" color or black/white photographs (one each, front and  
side view, full length, light blue or gray background,  
Service Dress Blue uniform, uncovered)

1. Per reference (a),       (member's rating/name)       is nominated as  
the 20\_\_\_ COMOMAG/MOMAG Sailor of the Year.

2. Full name, address and telephone number(s) of nominating command.

3. The following information is provided:

a. Name: \_\_\_\_\_ SSN: \_\_\_\_\_

b. Date of birth: \_\_\_\_\_

c. Date enlisted in U.S. Navy: \_\_\_\_\_

d. Advancement history (give dates):

(1) E-4: \_\_\_\_\_

(2) E-5: \_\_\_\_\_

(3) E-6: \_\_\_\_\_

Encl (1)

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(MEMBER'S RATE/NAME, USN, SSN)

e. Currently selected for advancement: (if yes, date to be advanced)

f. Family members: (list full name, relationship, date of birth)

g. Previous selection as SOQ/SOY: (list date(s) and command(s))

h. Brief synopsis of significant professional achievements that warrant selection (limit to one typewritten page):

NOTE: List dates (month/year) for all items in paragraphs (i) through (k).

i. Personal awards:

j. Nominee's community involvement:

k. List educational background:

(1) Years of formal education completed/degree attained:

(2) Navy schools completed:

(3) Other self-study education achievements attained while on active duty. (Include college courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat College Education (PACE), other Navy-sponsored courses, etc.) (Exclude training courses required for advancement.)

(4) Any other information to distinguish nominee from contemporaries (limit to one typewritten page):

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(signature)

TRAITS	MAX POINTS	CANDIDATE #1	CANDIDATE #2	CANDIDATE #3	CANDIDATE #4	CANDIDATE #5
<b>PERSONAL PERFORMANCE</b> Rating and general military knowledge, quals (SDO, ASDO, CDO, POOW, etc.)	20					
<b>PERSONAL TRAITS</b> Initiative, military bearing, reliability	5					
<b>LEADERSHIP</b> Acceptance, respect, mentorship	15					
<b>RECOMMENDATION</b> What do the eval bullets really say? How strong and valid are they?	10					
<b>AWARDS</b> CO LOA/LOC, Flag LOC, NAM, NCM, others	10					
<b>POTENTIAL</b> Capacity to succeed at higher paygrades, positions of increased authority	10					
<b>COMMAND INVOLVEMENT</b> Collateral duties, board membership, clubs, etc.	10					
<b>EDUCATIONAL DEVELOPMENT</b> Off-duty classes, correspondence and other military and non-military courses, etc.	5					
<b>COMMUNITY INVOLVEMENT</b> Off-duty sports, civic organizations, Boy/Girl Scouts, church, city/local volunteer work and projects	5					
<b>INTERVIEW PRESENTATION</b> Appearance, speaking ability, attitude, knowledge, confidence	10					
<b>TOTALS:</b>	100					

Board member's rate/name: \_\_\_\_\_

Board member's signature: \_\_\_\_\_ date: \_\_\_\_\_

Encl (2)

COMOMAG 1700/1 (7-03)

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\_\_\_\_\_  
(date)



MEMORANDUM

From: Chairman, MOMAU/MOMAD \_\_\_\_\_ (or COMOMAG) SOY Selection Board  
To: Commanding Officer/Officer-in-Charge, MOMAU/MOMAD \_\_\_\_\_  
(or Commander, Mobile Mine Assembly Group)  
Via: Executive Officer, MOMAU/MOMAD \_\_\_\_\_ (or Chief Staff  
Officer, Commander, Mobile Mine Assembly Group)  
Subj: RESULTS OF 20\_\_\_\_ MOMAU/MOMAD \_\_\_\_\_ (or COMOMAG) SOY  
SELECTION BOARD

Encl: (1) Nomination package for each nominee  
(2) COMOMAG/MOMAG SOY Appraisal Sheets

1. The MOMAU/MOMAD \_\_\_\_\_ (or COMOMAG) 20\_\_\_\_ SOY Selection Board  
convened on \_\_\_\_\_ (day/date) \_\_\_\_\_. The results are provided below.

2. Board members present:

Chairman \_\_\_\_\_

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

3. The SOY nominees were:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Encl (3)

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Subj: RESULTS OF 20\_\_\_\_ MOMAU/MOMAD \_\_\_\_\_ (or COMOMAG) SOY  
SELECTION BOARD

4. Nominee point spread:

a. Name:	_____	Total points:	_____
b. Name:	_____	Total points:	_____
c. Name:	_____	Total points:	_____
d. Name:	_____	Total points:	_____
e. Name:	_____	Total points:	_____
f. Name:	_____	Total points:	_____
g. Name:	_____	Total points:	_____
h. Name:	_____	Total points:	_____
Selectee:	_____		

5. SOY Board Chairman comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Executive Officer/CSO comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Commanding Officer/Officer-in-Charge or COMOMAG comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

_____	_____
CO/OIC or COMOMAG Signature	Date